

2003

Minutes 2002-2003

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ASC - Minutes April 3.doc



ASC - Minutes December 5.doc



ASC - Minutes February 6.doc



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ASC - Minutes March 6.doc



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Minutes of Administrative Staff Council
September 5, 2002

Call to Order

Laura Emch called the meeting to order at 1:30.

Members Present

Ann Betts, Nora Cassidy, John Clark, Wayne Colvin, Tina Coulter, Dave Crooks, Jim Dachik, Carl Dettmer, Laura Emch, Mike Fitzpatrick, Deb Fleitz, Dave Garcia, Brady Gaskins, Kim Grilliot, Terry Herman, Deborah Knigga, Susan Kozal, Sue Lau, Joe Luthman, Sandy Miesmer, Emily Monago, Tom Scavo, Phyllis Short, Robin Veitch, Nicole Voorhees, Barbara Waddell, Robert Zhang

Member Substitutes

Sidney Childs for Sally Johnson, Amy O'Donnell for Amelie Brogden

Absent

Sandy DiCarlo, Ron Skulas, Cindy Smith

Approval of Minutes

Wayne Colvin moved and Sandy Miesmer seconded approval of the minutes from June 6, 2001 with no changes. The motion passed unanimously.

Chair's Report

The written report submitted by the chair is reproduced below.

ASC Chair's Report—September 5, 2002

- The Board approved the 5-sentence "core" version of the Policy on Violence (POV) in June. The ASC approved POV version was added to our handbook under a separate appendix. Amendment Committee members will be reviewing this placement in our handbook. Sometime this fall, the original committee chair Michelle Clossick is expected to reconvene the committee to begin planning for procedures drafting, including determination of representation in the drafting group. Because the Charter will determine faculty procedures in respect to P.O.V., faculty might not participate in this process. Clossick is leading this effort because federal funding has established it as part of her position responsibilities. (Discussion to be continued in "Old Business.")
- Deb Fleitz resigned her position as ASC Secretary. Sue Lau was appointed by ASC Executive Committee to fill this position.
- Mary Beth Zachary resigned as our 2002-03 liaison to Classified Staff Council. A call for volunteers went out on July 5th to all ASC representatives to fill this position. Ron Skulas was appointed to be the liaison.
- John Clark was appointed as our 2002-03 liaison to Faculty Senate.
- ASC Executive Committee appointed Wayne Colvin to serve on the newly formed University Naming Committee. This committee is charged with submitting recommendation to Dr. Ribeau on future proposals for the naming of rooms, lounges, buildings, and institutional programs at BGSU.
- There were two calls for ASC Committee volunteers. One on July 19th and the second on August 22nd. This was sent to all administrative staff members via the administrative staff listproc. I am very pleased to announce that we had 30 volunteers outside of Council members who did volunteer.
- ASC was asked to assist in WBGU's August Pledge drive by answering telephones on Sunday August 11th. Unfortunately, we did not have enough volunteers to partake in this activity.
- ASC Executive Committee met with Beverly Sterns who provided updates from the BGSU Leave Committee on FMLA. There was initial anticipation that an FMLA University policy would be presented to the Board in October. This is no longer the target timeframe. FMLA is currently under additional consideration at the University and when a final draft policy is accomplished, the constituent groups will review and approve (or recommend changes) prior to being presented at the Board.

- Joe Luthman met with ASC Executive Committee members on August 13th. The discussion was on open and competitive bidding process for all administrative staff hiring.
- The ASC Fall reception will be on September 24th from 3:30-5:00 at Miletti. The Awards Committee, External Affairs committee, and Scholarship Committee members are currently working on this important event. The Ferrari award and the ASC Scholarship winners will be presented. Dr. Ribeau will be in attendance.
- Other discussion items from ASC Executive Committees during the summer included guest speakers for upcoming Council sessions, ASC Committee goals and organization, Non-Compensation policy; Summer Hours, flextime, and additional work responsibilities due to the hiring freeze.

Respectfully submitted,
Laura F. Emch

In addition to the report, Laura encouraged all members to participate in council discussions and the interchange of ideas that takes place at each meeting.

New members in attendance were introduced; Emily Monago, Susan Kozal, Dave Crooks, Terry Herman, Kim Grilliot, Deb Knigga, Nicole Voorhees.

Laura reviewed member responsibilities of obtaining a substitute if a member is unable to attend a meeting and contacting constituents. Carl Dettmer asked about the pool of administrative substitutes that was supposed to be set up. At this point only one person has signed up to be in the pool. Therefore members were urged to set up their own substitutes.

Laura commented on the aggressive and challenging goals facing each ASC committee this year and expressed an expectation that each committee would meet at least once a month to make progress on those goals.

Vice Chair's Report

None.

Secretary's Report

Constituent lists were sent out electronically to all representatives, as were committee lists.

Guests have been scheduled for the most part. Dr. Folkins is scheduled for November 7, Dr. Dobb for January 9, Dr. Ribeau for March 6, and Dr. Dalton for June 5. Leon Bibb has not been scheduled yet. President Ribeau expressed an interest in speaking with council this semester, and his office will be contacted to see if he wishes to reschedule.

Work will begin on obtaining nominations for the position vacancy in institutional support and then a general election will be held.

Committee Reports:

Amendments: None

Awards and Special Recognition:

Deb Fleitz reported that preparation is underway for the Ferrari award. They are anticipating generating a lot more excitement about this award by announcing all five finalists in the monitor ahead of time and then the winner at the fall reception. The main nominator of each has been contacted. Seven past winners are planning to attend the reception, and last year's winner will present the award to this year's recipient.

External Affairs:

The written report submitted by this committee is reproduced below.

ASC External Affairs Committee Report
September 5, 2002

Fall Reception:

- Scheduled for Tuesday, September 24, 2002 at the Alumni Center 3:30-5pm
- Brief meeting held to discuss some specifics such as music, table decorations, etc. on Sept. 4, 2002.
- There was some discussion of possibly hiring live music for the event. However, we need to know the committee budget before contacting the bands.
- Catering services and Alumni Center have been contacted.
- In the process of gathering the specifics about the mailing lists for the reception so that the announcement can go out immediately.
- I want to thank Phyllis Short for making/sending the necessary telephone calls, e-mails, and other preparations to get things rolling with the Fall Reception.
- Thank you to all other committee members for their work and show of support.

Holiday Parade

- Scheduled for Saturday, November 23, 2002. Step off time is 10:00 am
- Per the Chamber of Commerce, they are holding a meeting today to determine the theme of the parade. More details later.

This report was respectfully submitted by the External Affairs Committee:

Dianne Widman-Abbott
Emily Monago**
Laurel Daman
Nicole Voorhees
Phyllis Short
Ron Skulas

**Chairperson

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Internal Affairs: None

Personnel Welfare:

Brady Gaskins reported that the non-compensation conciliation plan is supposed to go before the Board in October.

Professional Development: None

Salary:

Dave Garcia reported that an administrative staff member who also teaches thanked the committee for their efforts in increasing the salary of members who hold teaching positions.

Scholarship: None

Faculty Senate Liaison:

John Clark reported the faculty retention was discussed. There is a special team being put together to create a comprehensive academic plan for the University. Ben Muego indicated that a new draft policy on travel reimbursement was discussed Dr. Dalton and the President's cabinet. Dr. Folkins indicated that the university "barely missed another round of budget cuts" in July. He stated faculty salaries remain the university's #1 priority. The Senate is trying to finalize a process to gather exit information. Currently there is no means of gathering information as to why staff/faculty are leaving the university. The Equal Opportunity Committee is working on developing an exit interview process. Final enrollment figures for fall are slightly above last year's. Chapman Learning Community has experienced a drop in enrollment. Most other learning communities are up slightly.

Classified Civil Service Liaison: Ron Skulas is our representative to CCS council. CCS council reported that their representative to our meetings should be in place by next month.

Old Business:

None.

New Business:

Meeting with President Ribeau

Laura and Robin met with President Ribeau. They covered the following:

- Discussion on hiring freeze. FAQ should be out by the end of the month. The freeze is expected to continue until the first of the year at least. He will only approve mission critical positions during the freeze that demonstrate clear need for that position for student services or campus safety. Two upcoming items to watch for: the Ohio budget will have to be balanced after elections in November. The Supreme Court decision on DeRoff is expected sometime this fall. Both may have significant impact of the budget.
- Discussion of ASC 2002-2003 goals. Working with Institutional Research (IR), ASC must research administrative staff working environments, including stress levels, hours worked per week, length of BGSU service and why so many employees leave their positions within five years.
- Dr. Ribeau wants feedback of two questions:

What can we / our units do to further the mission and success of BGSU?
How do we promote a collaborative team environment, not just in our units but across units?

The question was asked whether Laura and Robin felt that Dr. Ribeau did not think collaborative efforts were now taking place. Laura reported that there was no implication of that. More, there was an indication that he wanted to see more of such activities across campus.

The discussion that followed covered the following items:

- Modeling of collaborative efforts has to occur from the top down. The expectation of these types of efforts have to be clearly stated in units/staff goals. As long as efforts take place, all involved should be rewarded/acknowledged. Success of groups should not be that focus if staff members are to feel valued and free to grow in their skills. There should be methods in place to make units accountable for their team functions (or lack thereof). This expectation needs to be in all levels of goals; institutional, departmental and individual.
- There should be a real perceived need for a collaborative effort. Effort should not be fabricated. Good examples of collaborative efforts should be given. Explore what made a particular effort a success. Reward the risk that is involved with the undertaking of a collaborative effort.
- Review merit/super merit philosophy. Does the current environment detract from idea of teams. Current merit/super merit focuses on individuals.
- Are there currently barriers to the success of collaborative efforts?

Joe Luthman moved and Barb Waddell seconded the motion that representatives go to their constituents at large and pose Dr. Ribeau's questions. Constituents would be encouraged to respond to their representatives by September 27. Both email or mail could be used depending on a constituents need to remain anonymous. The motion was approved unanimously. Laura Emch will send the proposed questions to each representative so all constituents receive the same materials.

Good of the Order

Mike Fitzpatrick indicated that he is looking for twelve lecture programs on campus that are free, open to the public and of general interest for the purpose of filming for broadcast.

Nicole Voorhees indicated that her area worked with 58 upward bound students during the summer semester.

Wayne Colvin stated that the Black Swamp festival would take place the weekend of September 7.

Carl Dettmer stated that the computer training center in Maumee had moved to a facility on Illinois Avenue. This building has space that could be used for other events. Anyone interested should contact Carl.

Barb Waddell stated that the John Denver Peace Cloth sponsored by GSS will be displayed in the Union on the 3rd floor.

Ann Betts stated that Cindy Smith is on medical leave until January.

Deb Fleitz passed out information about the Festival Series. One change; the performance scheduled for October 3rd has been changed to the Canadian Brass. She encouraged members to participate in the activities scheduled in remembrance of September 11. These include a world wide choral endeavor. BGSU's chorus will be performing Mozart's Requiem in the ballroom on that date at approximately 8:50 a.m. Faculty members will be presenting their research into 9/11 mid-day and the USG has coordinated a candle light vigil to take place on campus.

Robert Zhang reported that anyone needing enrollment reports or retention data may obtain it from Institutional Research starting September 9.

Dave Crooks encouraged everyone to come out and support the Falcons in their game against Missouri.

Susan Kozal reported the following:

Visiting Artist: BG Recycles: The Sculptural Work of Steven Siegel

As part of the New Millennium Sculpture Project, a seven year project of prominent visiting sculptors visiting and working at Bowling Green State University's School of Art which will culminate in a gallery exhibition, the School of Art welcomes you to participate in the many events surrounding the fourth artist visit in this series. Artist Steven Siegel will be building a sculpture of recycled aluminum cans accumulated from the BGSU recycling department, with the assistance of School of Art students, between September 9-13th to the south side of the Fine Arts

Center. The sculpture will remain on campus for several years.

Scheduled events include:

Monday, 9/9: Siegel will be building trusses in the Woodshop with assistance from advanced sculpture students.

Tuesday-Friday, 9/10-13: Siegel will work throughout the day with the assistance of sculpture and foundation classes.

Thursday, 9/12: Siegel will provide a slide lecture open to the public in 115 Olscamp from 7-8:30pm.

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Artist talk: Richard Mawdsley. September 13, 7 p.m., 204 Fine Arts. In conjunction with the *Inventing Contemporary Ornament: A National Invitational Exhibition* August 27 -September 27, Dorothy Uber Bryan Gallery. Reception to follow. Richard Mawdsley has been recognized as a major force in American metals for over 30 years. His exquisite work connects classic metalsmithing traditions with the imagery of the Midwest. Sponsored by the Fine Arts Jewelry/Metalsmithing Area.

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Student Artists Response to 9/11: A Commemoration of Losses / A Celebration of Hopes and Freedoms

Exhibition Dates September 9 - October 4, 2002

Location: Bowen Thompson Student Union Art Gallery

Hours: 8:30- 4:30 Monday - Friday

A non-juried exhibition reflecting School of Art Students responses to the September 11, 2001 tragedies.

Attachment: see above

Contact: Jacqueline Nathan

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Film Showing: In Memorium

Location : Nakamoto Gallery on September 11 from 10 am - 4 pm

The Film "In Memorium" will be shown continual from 10 am - 4 pm.

Contact: Jacqueline Nathan

For more information on upcoming art events please see:

<http://digitalarts.bgsu.edu/events/current.cfm>

Dave Garcia reported another good year for admission numbers and thanked everyone for their collaborative efforts in achieving this goal.

Adjourn

John Clark moved and Tina Coulter seconded a motion for adjournment. It was so ordered.

Respectfully submitted:

Sue Lau

**Minutes of Administrative Staff Council
October 3, 2002**

Call to Order

Laura Emch called the meeting to order at 1:30.

Members Present

Amelie Brogden, Nora Cassidy, John Clark, Wayne Colvin, Tina Coulter, Jim Dachik, Carl Dettmer, Laura Emch, Brady Gaskins, Terry Herman, Sally Johnson, Sue Lau, Joe Luthman, Tom Scavo, Karen Schwab (CSC Liaison) Phyllis Short, Ron Skulas, Robin Veitch, Nicole Voorhees, Barbara Waddell, Robert Zhang

Member Substitutes

Karen Schwab for Ann Betts. Dawn Burks for Kim Grilliot. Mary Beth Zachary for Susan Kozal. James Jackson for Emily Monago.

Absent

Dave Crooks, Sandra DiCarlo, Mike Fitzpatrick, Deb Fleitz, Dave Garcia, Deborah Knigga, Sandy Miesmer, Cindy Smith

Guests

Joy Hartwell-Lein (CMAI)

Approval of Minutes

Wayne Colvin moved and John Clark seconded approval of the minutes from September 5, 2002 with no changes. The motion passed unanimously.

Welcome to CSC Liaison

Laura Emch introduced and welcomed Karen Schwab, CSC liaison, to our meetings.

Chair's Report

The written report submitted by the chair is reproduced below.

Chair's Report—October 3, 2002

1. On September 23rd, Robin Veitch and I met with Classified Staff Council leaders Barbara Garay and Becky Paskvan. We will continue to meet each month with our goal being how our councils can productively collaborate on various University issues.
2. Executive Committee met on September 3rd and 24th. Topics including travel reimbursement and the "Unscheduled Closing Policy" were discussed.
3. I represented ASC at the New Employee Orientation on September 25th.
4. Our fall reception on September 24th was very successful due to the efforts of several committee members. A large "thank you" to last year's Award and Recognition committee members, Scholarship committee members, this year's External Affairs committee members, and our Chair-Elect. It was our largest attended fall reception in many years.
5. Robin Veitch, Ann Betts, and myself participated at the HR sponsored "Caremark" presentation on September 24th. BGSU is changing from Advance PCS to Caremark as our Prescription Benefit Manager (PBM) effective January 1, 2003. HR will be providing all employees with detailed information on Caremark in December 2002.
6. In following up with John Clark's summary of last month's Faculty Senate meeting, I contacted Dr. Benjamin N. Muego, Chair of Faculty Senate, to discuss the upcoming proposed changes to the University's travel reimbursement policy. Per Dr. Muego, an updated policy is being developed and will hopefully be ready to submit to the Board of Trustees by December. Gaylyn Finn and James L. Stainbrook are leading the review of the travel reimbursement policy. Changes are being considered to increase the maximum amount for meals, tie the mileage reimbursement rate to the rate used by IRS, add a provision to receive some reimbursement if staying with a relative instead of in a hotel, and to increase the permitted cost of staying at a conference hotel before VP approval is needed.

Vice Chair's Report

None.

Secretary's Report

None.

Committee Reports:**Amendments:**

The Amendments committee is reviewing ASC meeting minutes from the last five years to identify policy changes that were approved and insure that said changes are reflected in the handbook.

Awards and Special Recognition: None. Laura Emch did report that this fall's reception had better attendance than any in the recent past. She thanked the Awards and Special Recognition committee for their hard work.

External Affairs:

Phyllis Short reported that the committee will be meeting to discuss the Holiday Parade and other upcoming events.

Internal Affairs:

Dawn Burks read a prepared report from Kim Grillo. The committee is working with Marsha Serio to develop and implement a mentoring program for administrative staff. The committee suggested that all new members receive some sort of welcoming letter from ASC explaining its purpose and where various resources can be found (such as the web page).

Personnel Welfare:

Brady Gaskins reported that the non-compensation conciliation plan is still supposed to go before the Board in October. Laura Emch questioned the fact that the council had not seen a final version of the policy to date. Brady also reported that they would be meeting after fall break to review this year's goals.

Professional Development:

It was reported that the committee has been working with Becca Ferguson to determine this year's budget. John Clark commented that he thought the annual budget for development awards was \$4000. He also said there had been some roll over funds the year before. He thought this amount was for the awards only and exclusive of the professional development day sponsored by ASC.

Salary: None

Scholarship: Nora Cassidy reported that the committee has met and is beginning to solicit raffle items. Any one with suggestions for prizes should contact the committee.

LEAVE COMMITTEE REPORT TO ASC 10/03/02 (Written report reproduced below)

The last report to ASC Executive Committee brought ASC up to date as of July 16, 2002, when the Leave Committee met, reviewed, and suggested revisions to the draft Civic Duty Leave Policy.

During the August 13 meeting, the Committee made final revisions to the draft Civic Duty Leave Policy regarding authorization of payment for employees when subpoenaed and the procedure for verifying sensitive documentation. Additionally, the Committee reviewed and discussed the draft Classified Staff Authorized Leave of Absence Without Pay Policy prepared by Donna Wittwer and consulted the Ohio Revised Code regarding leaves of absence. It was decided to compile all remaining leave policies developed during "Phase II" (post-FMLA Policy) into a packet of policies to be recommended to Rebecca Ferguson when the Committee's work in this phase is completed. Donna W. agreed to keep Rebecca F. informed regarding the Committee's progress.

On August 27, the Committee discussed at length the draft Classified Staff Authorized Leave of Absence Without Pay Policy and suggested revisions to the draft. The Committee initiated discussion of the draft Administrative Staff Authorized Leave of Absence Without Pay Policy prepared by Donna Wittwer.

On September 17, the Committee suggested final revisions to the draft Classified Staff Authorized Leave of Absence Without Pay Policy and suggested initial revisions to the draft Administrative Staff Authorized Leave of Absence Without Pay Policy.

In preparation for the next meeting on October 15, the Committee is reviewing special leaves for administrative and classified staff.

Faculty Senate Liaison:

John Clark reported that he was unable to attend the last Faculty Senate meeting but wished to share some statistics included with the agenda for that meeting.

From 1977-1978, state subsidy covered 67.2% of the cost to the University for each student attending BGSU. The current level of Subsidy only covers 42.4% of the University's cost. Almost the exact same dollar amount is spent today (adjusted for cost of living) as was spent then by the state.

In 2000, the median income of a person with a bachelor degree was \$46,200. This figure is 60% higher than the income of someone with only a high school diploma (\$28,800). The percentage decline in Ohio of people earning a bachelor's degree is almost exactly the same as the decline in the state's per capita income, relative to the national averages.

A 2002 survey by the American Council on Education shows that the public believes that education costs more than it actually does. The belief is that institutions charge two to three times higher than it really costs.

Classified Civil Service Liaison: Ron Skulas was unable to attend the last CSC meeting. He said in his opinion the relationship between the two councils could not be better.

Old Business:

Laura Emch asked if representatives had received any constituent responses to Dr. Ribeau's questions concerning collaborative teamwork efforts. Most representatives indicated that constituents had not responded. Those representatives who received constituent feedback shared that with the group. The following is a brief summary.

Jim Dachik received a response from the Theatre Department. The constituent indicated that they felt the department was a model for collaborative efforts across campus. Whether it was because the relationship to the arts lent itself to these types of efforts, or other factors, this constituent could list several instances where the Theatre had helped other departments. Such efforts included helping to light art work at the Library to helping to construct silhouettes for the Silent Witness presentation on campus. The constituent stated they felt to promote collaborative efforts there had to be communication of what individual areas do.

Nicole Voorhees received responses that indicated that training and workshops on team building skills need to take place. There was also a need to have focus groups that would garner a wide range to responses to Dr. Ribeau's questions. One constituent felt that the data received by the focus groups needed to be analyzed and communicated to staff across campus. There was a fear that the data would be gathered but no action would really take place. There was also a general feeling that the expected outcomes of these questions needed to be better articulated by Dr. Ribeau.

Joe Luthman received a response that stated collaborative modeling had to take place at all levels, including the top administrative level. This constituent felt that some personnel reassignments and other action by top administrators did not indicate collaborative efforts on their part. He stated that staff needed to realize that it was a privilege to work at the university. This sense of pride would foster a better atmosphere for collaborative efforts, as staff would see their efforts in a more global perspective, thinking more in terms of the good of the institution than the good of the individual department.

Susan Kozal, who was unable to attend the meeting, shared the following summary of her constituent responses.

“Sharing knowledge, resources, effort and enthusiasm across campus and the broader community on any number of different initiatives creates an atmosphere of unity, support and respect. Generosity begets generosity; concern begets concern; and successful mutually beneficial initiatives engender trust and energy for even greater achievement. The Black Swamp Arts Festival is a good example.

Collaborative effort often requires that those involved be accorded a great deal of flexibility in meeting the ongoing demands of their position, especially in respect to time. Setting up systems of cooperation and schedules for collaboration, finding funding for new efforts, and executing the project can sometimes necessitate delegation (if there is a delegatee) or possible delay of non-essential duties. Supervisors who wish to encourage new projects that involve collaboration across or within disciplines must be ready to accommodate and support these efforts.

A shorter-term allocated funding source would certainly be of great assistance. Both C.I.T.E.S. and PCA require requests a year in advance of a project, and focus on very specific goals. Many collaborative projects involve their participants in multiple pleas for funding from various small caches around campus. The benefit of this is the awareness and ownership that results on the part of the contributors. The drawback is that sometimes, despite best efforts and good projects, the funds don't materialize, resulting in scaled-down or sometimes cancelled efforts. A fund for collaborative projects, having a structure similar to ECAP's, but with different funding objectives, would go a long way toward encouraging these goals.

Finally, I am not aware of any recognition of team projects.”

After sharing responses, it was agreed that the council would move forward with recommending that focus groups be developed. It would be suggested that students and staff in Organization Development be enlisted to assist in this project. It would also be suggested that this should be a project involving all constituent groups. Jim Dachik asked if the other groups such as CSC had been asked these questions. Laura indicated that Dr. Ribeau had stated he would be sharing these questions with CSC but she was not aware that this had happened yet.

Nicole Voorhees said that she felt before the focus groups met that a more defined meaning of collaboration and cooperation needed to be obtained so people could get beyond emotional responses to the questions and begin to think logically in terms of global applications for the University.

It was also agreed that participation in the focus groups should be based on random sampling. Concrete examples of good practices, as well as bad, need to be obtained.

Nicole Voorhees, John Clark and Joe Luthman volunteered to prepare a response for Dr. Ribeau. Their draft will be presented to council before sending on to Dr. Ribeau.

New Business:

Carl Dettmer shared a concern of one of his constituents about the relationship between classified and administrative work schedules. Specifically, this constituent wondered how to respond a question about inequities in work schedules. After discussion, it was agreed that several factors might be influencing the work situation in question. The classified staff member may not understand the work schedule arrangement made between the administrative staff member and their supervisor. There may be a perception of the administrative staff member not working 40 hours a week because some of the work time is covered outside of the traditional 8 to 5 workday. Finally, there may be a feeling that the classified staff member was being held to a more rigorous standard than the administrative member. Carl was going to draft a response from council urging anyone with questions to consult the appropriate handbooks or human resources for information. The council is also encouraging communication within the work area.

Mary Beth Zachary spoke on the unscheduled closing policy. Council concerns were as follows:

- Policy does not indicate what procedures will be followed if the university must close mid-day, on a weekend or holiday.
- Does not address how essential personnel will be identified
- Does not address how positions filled by student employees should be handled
- Concern about removal of previous language concerning Level 3 emergencies outside of Wood County.

It was suggested that further concerns should be addressed to Mary Beth or Josh Kaplan. Both members will attend the next executive council meeting. The attempt to have Dr. Dobb attend will also be made.

Good of the Order

Due to lack of time, this part of the agenda was not covered.

Adjourn

A motion to adjourn was moved and seconded. It was so ordered at 3:10 pm.

Respectfully submitted:

Sue Lau

**Minutes of Administrative Staff Council
November 7, 2002**

Call to Order

Laura Emch called the meeting to order at 1:30.

Members Present

Ann Betts, Amelie Brogden, Nora Cassidy, Wayne Colvin, Dave Crooks, Jim Dachik, Carl Dettmer, Laura Emch, Deb Fleitz, Dave Garcia, Brady Gaskins, Kim Grilliot, Terry Herman, Sally Johnson, Deborah Knigga, Susan Kozal, Sue Lau, Lona Leck, Joe Luthman, Sandy Miesmer, Emily Monago, Karen Schwab, Tom Scavo, Phyllis Short, Ron Skulas, Robin Veitch, Robert Zhang

Member Substitutes

Mary Lynn Pozniak for John Clark. Beth Casper for Tina Coulter. Tony Howard for Mike Fitzpatrick.

Absent

Sandra DiCarlo, Cindy Smith, Nicole Voorhees, Barbara Waddell, Brady Gaskins

Guests

Jim Wiegand, Public Safety

Approval of Minutes

Wayne Colvin moved and Sandy Miesmer seconded approval of the minutes from October 3, 2002 with one change. The name of the guest that attended October's meeting was incorrectly reported as Jay Hartwell-Lein (CMAI). It has been corrected to read Joy Hartwell-Lein (CMAI).

Chair's Report

The written report submitted by the chair is reproduced below.

Chair's Report-November 7, 2002

1. ASC Executive Committee met on October 8th and 22nd. Topics including "Unscheduled Closing Policy" and "Automated payroll system for Students" were discussed.
2. Susan Kozal has volunteered to be our representative for the new faculty committee of "Professional Affairs".
3. Ann Betts will be the Administrative Staff Council representative to the newly formed University Dining Services Advisory Board.
4. Robin Veitch (ASC Vice-Chair) and I attended the Constituent Caucus on October 3rd.
5. I represented ASC at the President's Advisory Council on October 17th.
6. Robin Veitch and I attended the President's Panel on October 17th.
7. I encourage all ASC Committee members to review their committee goals, as approved by ASC Executive Committee, for 2002-03. Any questions, concerns, or assistance in accomplishing the goals should be directed to ASC Exec.

Vice Chair's Report

Robin indicated that she would be ready for her first report next month.

Secretary's Report

None.

Committee Reports:

Amendments:

Jim Dachik reported that the committee is reviewing minutes to find corrections to the handbook and are up to the minutes from 1998.

Awards and Special Recognition: Deb Fleitz reported that the committee met to look at the overall program. They decided to remain on a quarterly schedule in awarding the Spirit of BG award for administrative staff members. CSC is still awarding their award monthly. The committee is updating the language on the forms found on the ASC web site. Their next meeting is in December.

External Affairs:

The written report submitted by the chair is reproduced below.

ASC External Affairs Committee Report November 7, 2002

Holiday Parade

- Scheduled for Saturday, November 23, 2002. Step off time is 10:00 am
- Parade line-up is on E. Merry Avenue at 9:20am (Bay-H)
- The committee met today and we are working on candy donation drop-off sites campus wide. Asking for volunteers in various areas to be designated as drop-off sites for candy donations. (Thank you to Laura Emch and Dave Garcia for volunteering to be their buildings' candy donation drop-off site person.)
- Dianne Widman-Abbott (dabbott@bgnet.bgsu.edu) is contact person from External Affairs Committee if interested in being listed as a candy donation drop-off site. Messages will go campus-wide via ASC Listproc soon with current drop-off locations and requests for drop-off site volunteers.
- Committee members strongly encourage the participation of Administrative Staff in the parade. Committee members plan to wear brown, orange and Santa hats. We also suggest that participants wear the same or holiday colors, if possible. However, this dress is not required for participation. Family, children, friends, pets, etc. are welcome to join staff in the parade.

- More than 30 Classified Staff members and only two Administrative Staff members participated in the 2001 Holiday Parade as noted by committee member Phyllis Short. We greatly want to change this for 2002 Holiday Parade with Administrative Staff support.
- We would like to extend our sincere thank you to everyone who had previously volunteered and volunteered at the meeting today to provide support for the 2002 Holiday Parade (Laura Emch, Dave Garcia, Robin Veitch and committee members).

The External Affairs Committee respectfully submitted this report:

Dianne Widman-Abbott
Emily Monago**
Laurel Daman
Nicole Voorhees
Phyllis Short
Ron Skulas

**Chairperson

Internal Affairs:

Kim Grilliot indicated that the committee is continuing to work with Marsha Serio to clarify the goals and outcomes of implementing a mentoring program for new administrative hires. Marsha has given the committee three models of mentoring programs to review. The goal is to set up a program as soon as possible.

Personnel Welfare:

None.

Professional Development:

Amelie Brogdan indicated that the form for funding requests has been updated and sent to the web site. Priorities for awarding funds will be discussed at the committee's next meeting. The committee is documenting their procedures.

Salary: Dave Garcia reported that they would be meeting later. He is meeting with HR to review CUPA information.

Scholarship: Nora Cassidy reported that the committee is finalizing raffle items.

Faculty Senate Liaison: None.

Classified Staff Council Liaison: Ron Skulas CSC is pursuing a reduction in the cost for staff to use the recreation center, or preferably, seeking to gain access at no cost to staff. Good data has been received and reviewed by CSC to support this. He indicated that there is an indication that President Ribeau is in favor of this, but other approvals are needed before it can move forward. Ron asked if ASC would be interested in pursuing this initiative.

Old Business:

Laura Emch asked if there were any comments about the drafted response to President Ribeau's questions on team building. The draft is reproduced below.

How Do We Answer the President?

According to James M. Kouzes and Barry Z. Posner, authors of *The Leadership Challenge*, "Central to the process of collaboration is leadership" (1995, p. 154). Kouzes and Posner have done extensive research on what works and what doesn't work to foster organizational growth. Their conclusions nicely parallel sentiments of what our own BGSU administrative staff members reported were necessary for our own growth as a truly collaborative organization.

In response to the first area of inquiry, which is, "How do we promote a collaborative environment, not just in our units but also across units?" members of our staff reported that the university as an entity would be most successful if all team members were to begin to model positive, professionally conscientious, mission-supportive behavior in *all* of our actions and activities and *at all levels*. Numerous staff specifically shared their desire to see various levels of management involve themselves in training in which understanding the practical nature of collaborative groups, specific skills and methods for collaboration and cooperation for success were the topics.

For example, one constituent replied, **"Collaborative effort often requires that those involved be accorded a great deal of flexibility in meeting the ongoing demands of their position.... Setting up systems of cooperation and schedules for collaboration, finding funding for new efforts, and executing the project can sometimes necessitate delegation or possible delay of non-essential duties. Supervisors who wish to encourage new projects that involve collaboration across or within disciplines must be ready to accommodate and support these efforts."** while another reported a need for **"A fund for collaborative projects, having a structure similar to EECAP's, but with different funding objectives, would go a long way toward encouraging these goals."** Kouzes and Posner state "empirical analyses confirm the strong relationship between leadership effectiveness and enabling others to act" and that "Leaders also personally benefit from behaving collaboratively... A leader who fosters collaboration is much more likely to be seen as personally credible than one who promotes competition between members of the same organization" (1995, p.153).

Therefore, while ongoing training is crucial for proactive growth at all levels and in all aspects of our work, our perceptions, as well as a great deal of qualitative research, indicate that this modeling is especially effective in management leadership.

The second area of inquiry ASC has been charged with investigating is "What can administrative staff do, individually or by units, to further the mission and success of BGSU." Research indicates that effective collaborations involve three key areas: development of cooperative goals,

seeking integrative solutions and building trusting relationships (Kouzes and Posner, p. 154). At BGSU, we are on our way to embodying all three of these elements. However, to just possess these three tools is not enough: specific and ongoing work is necessary to promote positive and proactive change.

Our most formidable opponent at this point seems to be the "we've already tried that" mentality. Listening and building trust are also cited as two very important factors in building collaborative atmospheres; this works because people perceive these moves as respect-building initiatives. In addition to nurturing mutually supportive and respectful environments, administrative staff also would like to see increases in open sharing and communication between all constituents of the University about what is working and what is not working well.

ASC's suggestion for action is a series of focus groups, using *volunteer* members from all five constituent groups. Managed team projects that meet real goals and challenges of our constituent groups--again, with appropriate representation across constituent groups and areas--might be an even better solution. This strategy would ensure that the skills and abilities being fostered through training would be utilized in practical and genuine ways, not just in exercises on paper.

Collaborative environments work best when there is a "light" at the end of the proverbial tunnel, something to strive for. One reply that struck us as particularly interesting was that there seems to be a lack of genuine recognition for departments, divisions, individuals and programs that are successfully collaborating now. Specifically, **"Although there are models of highly successful collaborations at BGSU (e.g., Theatre Dept.), recognition of team projects [is missing]"**.

Kouzes and Posner state that in collaboration we must "Make certain that the long-term payoffs of mutual cooperation outweigh the short-term benefits of taking advantage of the other party/ies." BGSU's administrative staff can, with communal effort, accomplish this goal.

After no concerns or questions were expressed, Laura asked if the response could be forwarded and the council agreed it should be forwarded as drafted.

New Business:

Dr. Folkins:

Dr. Folkins spoke to council about the pressing issue of retention of students from their first year to their second. In the 1980's our retention rate of this group was well over 80%. This past year our retention rate was 77.8%. Given BGSU's attention to student success Dr. Folkins stated one would think we would be doing better in this area. The question he posed was "why aren't we doing better?"

He stated that several factors play a part in retention, but research has shown that building community and connectivity are key factors in student retention. To further our institutions efforts, BGSU will be launching a major initiative by creating an office that will be co-directed by Connie Ruhl-Smith and Bud Beatty. The focus of this office will be retention efforts. They will be coordinating the development of more intrusive advising efforts as well as such projects as mid-term grade reporting for at risk students. They will also be looking at increasing supplemental instruction efforts.

Deb Fleitz asked if any attempt had been made to see why students left. Dr. Folkins indicated that this had been done. The Office of Admissions is phoning students to get information as is the College of Arts and Sciences. Institutional Research is studying information to see if there are any patterns that exist such as courses students took or major/college information.

Wayne Colvin asked if where students live is being looked at as a possible factor. He indicated that they used to track retention by floor in the dorms. Amelie indicated that this information is still being tracked. However, she thought it was by dorm, not by floor.

Dr. Folkins concluded by encouraging staff to share any thoughts or ideas on retention initiatives with Connie and Bud.

Dr. Dobb:

Dr. Dobb was present to discuss the unscheduled closing policy. She said the new policy had been drafted and the hope was it balanced "sanity and weather". The previous policy was not always clear on what procedures were. She hoped that the new policy would not be leaving as much open to interpretation. She acknowledged that no policy could ever address everything but felt the new policy addressed the majority of items. The policy would be changed to address the issue of essential employees if the university were closed over 24 hours. She said a prolonged closing would necessitate additional employees being available. A list of essential employees will be posted on the web site in October every year. The questions was asked whether supervisors could challenge a non-essential employee's decision not to come into work or to leave early due to weather and their concern for their personal safety. Dr. Dobb indicated, "Human Resources had said they will be there to support any supervisor disputes about an employee choosing to leave early."

Adjourn

Amelie Brogdan moved and Ron Skulas seconded. The meeting was adjourned at 3:10.

Respectfully submitted:
Sue Lau

**Minutes of Administrative Staff Council
December 5, 2002**

Call to Order

Robin Veitch called the meeting to order at 1:30.

Members Present

Amelie Brogden, Nora Cassidy, John Clark, Wayne Colvin, Dave Crooks, Jim Dachik, Carl Dettmer, Mike Fitzpatrick, Dave Garcia, Brady Gaskins, Kim Grilliot, Terry Herman, Sally Johnson, Deborah Knigga, Sue Lau, Lona Leck, Joe Luthman, Sandy Miesmer, Emily Monago, Tom Scavo, Phyllis Short, Ron Skulas, Robin Veitch, Barbara Waddell, Robert Zhang

Member Substitutes

Karen Schwab for Ann Betts and Carl Dettmer. Kim Jacobs for Deb Fleitz.

Absent

Tina Coulter, Sandra DiCarlo, Susan Kozal

Guests

Barbara Paskvan

Approval of Minutes

John Clark moved and Kim Grilliot seconded approval of the minutes from November 7, 2002.

Chair's Report

None.

Vice Chair's Report

The written report submitted by the Vice Chair is reproduced below.

Chair-Elect Report

December 5, 2002

1. Met with Human Resources several times since November meeting. Had open enrollment for health benefits. Drug list and providers is on the HR website.
2. Met with President's Cabinet. State budget is still up in the air. There is no talk of mid-year cuts, except the Capital Budget will be reduced \$1 million. The Non-Compensation Conciliation Process will go for final approval to the President's Cabinet and then to the Board of Trustees in April. The Severe Weather Closing Policy has been approved and is in effect. HR should start contacting supervisors for lists of essential workers.
3. Welcomed and talked about ASC to new employees at the New Employee Orientation on December 4.

In addition, Robin indicated that she just received the financial statistics and would submit a budget report by committee in January.

Secretary's Report

Replacements for Nicole Voorhees will be contacted soon.

Committee Reports:

Amendments: None

Awards and Special Recognition: None.

External Affairs:

Participation in the Holiday Parade turned out well.

Internal Affairs:

The committee is reviewing models of mentoring programs from Human Resources. They plan to distribute their recommendations to members soon.

Personnel Welfare:

The committee met and discussed their goals. There will be an update from the salary sub-committee sometimes after the holidays.

Professional Development:

The committee has made three monetary awards from the professional development fund.

Salary:

The committee is looking at CUPA data to see how we compare to sister institutions. They are looking into other sources of salary data, as CUPA does not take years of experience into consideration.

Scholarship:

Raffle items have been finalized. They will have 40+ items. Letters will go out to staff in January. The raffle will be held at our March meeting.

Faculty Senate Liaison:

The written report submitted by the Faculty Senate liaison is reproduced below.

ASC FACULTY SENATE LIAISON—REPORT ON 12/3/02 FACULTY SENATE MEETING

Severe Weather Policy revision: Executive Vice President Dr. Linda Dobb reported that vice presidents will be compiling lists of “essential employees,” who will receive cards verifying them as such. When classes are cancelled at BGSU—which, if possible, will occur by 6:30 a.m.—all non-essential offices and personnel will be released as well. In answer to a question from a senator, Dr. Dobb responded that the library will be closed on the first day of a weather-related University closing but that the library would reopen on subsequent days of a multiple-day closure, as an aid to residential students on campus.

Reducing paper use: Dr. Dobb also encouraged faculty to think of BGSU as a “less papered” institution. She mentioned bursar bills and contracts for continuing faculty/staff as potential savings to be derived by elimination of printings/mailings. Dr. Dobb also mentioned that a significant outcry against elimination of these or similar printings might result in their being continued. A senator spoke out in reinforcement of Dr. Dobb’s recognition of opportunities for saving paper. Responding to a progress report by the Academic Planning Team, the senator also suggested that sustainability of natural resources might warrant a place among the major themes of our Academic Plan.

Dance Marathon: This year’s Dance Marathon will be staged March 22 and 23, 2003. Last year, over 2000 BGSU students and 70 student organizations participated in this fundraiser for Children’s Miracle Network. The 2002 Dance Marathon contributed over \$315,000 to the Children’s Miracle Network. In its 7-year history at BGSU, Dance Marathon has contributed over 1.3 million dollars. Faculty and staff are encouraged to participate this year—and to make contributions! Faculty and staff who participate as dancers will “only” need to commit to 2 hours, while volunteers as “moralers” (for 3-hour stints) also are sought. St. Vincent’s Hospital offers tours of their facility on Tuesday and Wednesday evenings as well as Saturday and Sunday afternoons to anyone

interested in seeing the effects of Dance Marathon and the charity it supports. Contact the Dance Marathon office (2-0530) or visit their web site for further details.

Diversity Task Force report: Dr. Alberto Gonzalez reported that the University has taken steps toward increased diversity throughout the institution but that we lack formal assignment of responsibility or accountability in this regard—no official mechanism for defining, establishing, or maintaining appropriate BGSU diversity. Among the recommendations of the Diversity Task Force, Dr. Gonzalez mentioned that we need to establish a cross-division team for enhancing diversity and for communicating where we are, what we need to do, and what we are doing in this regard. As a side-note, BGSU administrative staff “of ethnicity” increased from 9.8% in 1998 to 10.3% of administrative staff in 2002.

Reported by John Clark, 2002-2003 ASC Past Chair

Classified Staff Council Liaison: Discussion about the recreation center and reduced rates for staff was cancelled to provide time for Dr. Ribeau and the first reading of the non-compensation conciliation policy.

Old Business: None

New Business/Guests:

Dr. Ribeau:

Dr. Ribeau spoke on what he considered the top successes of the university.

Improved enrollment. He stated that our budget is enrollment driven and that the bulk of our funding comes from enrollment. In the past four to five years, BGSU has had the fastest growing enrollment among four year, state supported institutions.

Number of faculty. The previous early retirement program eliminated approximately 250 faculty members. In the past three to five years, we have hired approximately 150 faculty members.

Compensation. In spite of tight budgets, compensation exceeded the cost of living and consumer price index. As a result of this priority, operating and equipment budgets have suffered.

Sponsored research. Over the last seven years, funding from this area is up to 17 million. This allows the University to save operating dollars.

Start of academic programs. Among others, there is currently a proposal to offer a Doctor of Music Composition that would help attract more faculty and graduate students.

Technology. Dr. Ribeau sited the supernet project and the purchase of over 7000 new computers.

Alumni support. Annual giving is up 109%.

Success of sports programs. These successes have created very favorable responses from students and alumni. It also brings effects level of visibility and marketing efforts.

When asked about the hiring freeze, Dr. Ribeau indicated that the freeze would be with us for some time. He is trying to control costs without reducing enrollment or services. If the University is forced to reduce enrollment, it will have to eliminate positions. In excess of 85% of the budget go toward personnel costs. This all ties in with recent efforts to improve retention of students. For every 100 students we lose, we lose 1.6 million dollars. Some areas have been hit disproportionately. The University is protecting those areas that deal with student safety and service. He indicated that the University needs a better infrastructure for entrepreneurial endeavors. It also needs to find a way to value and reward collaborative efforts.

Non-compensation conciliation policy – First Reading

Barbara Waddell questioned the extension process. Who makes the decision to extend the conciliation process? Brady indicated that all parties involved play a part in that decision. It was felt further clarification of that process is needed. John Clark indicated that the question was raised with HR. They indicated that it would be a consensus decision. The President's Cabinet wanted to keep it vague.

The question was brought up about the advocate not being a family member. What was the rationale? John Clark indicated that they wanted to keep the process as objective as possible. Barbara indicated that by definition, an advocate is not objective.

Dave Crooks raised questions concerning the recording the outcome of the process when someone is not happy with the decision. He felt clarification was needed as to who was making the decision and what the process was if the person isn't happy with the outcome. If there is no resolution, how is the matter decided? He felt there needed to be consistent language concerning outcomes and decisions. He also questioned the use of the term "grievable".

Mike Fitzpatrick asked what would happen if the problem was with the 2nd level supervisor and not the supervisor. He indicated that there needed to be some language added that would insure that the 1st level supervisor is able to attend meetings if appropriate.

Jim Dachik indicated that indicating that the process may be completed in 4 weeks might be misleading.

Adjourn

Mike Fitzpatrick moved and Jim Dachik seconded. The meeting was adjourned at 3:15.

Respectfully submitted:
Sue Lau

Minutes of Administrative Staff Council
January 9, 2003

Call to Order

Laura Emch called the meeting to order at 1:30.

Members Present

Ann Betts, Amelie Brogden, John Clark, Wayne Colvin, Dave Crooks, Jim Dachik, Carl Dettmer, Laura Emch, Brady Gaskins, Sally Johnson, Deborah Knigga, Susan Kozal, Sue Lau, Lona Leck, Joe Luthman, Emily Monago, Tom Scavo, Karen Schwab, Phyllis Short, Ron Skulas, Robin Veitch, Nicole Voorhees, Barbara Waddell, Robert Zhang

Member Substitutes

Suzanne Fahrer for Tina Coulter. Tina Bunce for Deb Fleitz.

Absent

Nora Cassidy, Sandra DiCarlo, Mike Fitzpatrick, Dave Garcia, Kim Grilliot, Terry Herman, Sandy Miesmer, Cindy Smith

Guests None

Approval of Minutes

John Clark moved and Ron Skulas seconded approval of the minutes from December 5, 2002.

Chair's Report

The written report submitted by the Vice Chair is reproduced below:

ASC Chair's Report—January 9, 2003

- Robin Veitch and I represented Administrative Staff Council at the Board of Trustees meeting on 12/10/02.
- ASC Executive members have met twice during the last month. Major topic items included Travel Reimbursement policy approved by Board of Trustees on 12/10, the Non-compensation Conciliation Process, and handbook updates not properly appearing on the web site.

In addition, Laura stated that everyone needed an opportunity to get used to the new travel reimbursement policy. After having a chance to use the new guidelines, members were encouraged to share any concerns and make recommendations for changes

Vice Chair's Report

Robin shared the 2002-2003 budget figures with council. She stated that this is a rough draft of the expenditures to date. She also noted that the budget amount for external affairs included funds to cover the cost of ordering food items for the fall reception.

Amelie Brogden asked if committees should share any concerns about possible discrepancies in the budget amounts listed with Robin. Robin indicated that this would be the proper procedure.

Secretary's Report

None.

Committee Reports:

Amendments:

The committee found that the handbook was missing updates from as early as 1998. Laura Emch stated that Becca Ferguson had been contacted and had indicated that this was being looked into. Having heard nothing additional from HR concerning this matter, Laura brought the problem to the attention of Dr. Dobb. Dr. Dobb stated that she would facilitate getting the updates completed immediately.

Jim Dachik stated that the committee has only looked at the by-laws and charter. He does not know if other areas are also out of date. Internal Affairs will have to look at the other portions of the handbook to see if there are discrepancies.

Awards and Special Recognition: None. Laura Emch stated that nominations for the Spirit of BG award are now being accepted.

External Affairs: None.

Internal Affairs: None.

Personnel Welfare: None.

Professional Development:

The committee is continuing to award money. They have made four awards and have one award pending. About half of their money is left. These same funds are used to pay for the professional development day sponsored in the spring. Amelie Brogden indicated that they had about \$6400 in the budget to start with and they have given away \$2000. She indicated that any leftover amounts do roll over into next year's available funds.

Laura Emch stated that she thought the committee needed to publicize the development day more widely than last year and asked if a date had been discussed yet. Amelie indicated that there had been no discussion on the dates yet.

Salary: None.

Scholarship:

Suzanne Fahrer indicated that letters about the raffle would be sent out soon.

Faculty Senate Liaison:

John Clark stated that non-printing of student grades for fall semester seemed to be accepted well by BGSU students and their parents, with very few requests to Registration and Records for grades to be mailed.

Classified Staff Council Liaison:

Ron Skulas stated that further consideration of available data supported allowing faculty and staff to use the University's rec center for free or at a reduced cost. He thought he would be able to give a presentation on this information at the next meeting.

Old Business:

Non-compensation Conciliation Policy – second reading. Bolded items in the policy were either new or updated per ASC concerns. It was noted that the word “grieveable” would be removed from the policy, as we do not have a grievance policy. Brady Gaskins responded to the concerns that the policy does not address problems with a second level supervisor by stating that the intent of the policy is to only handle problems with the first level supervisor. When problems with the second level supervisor do occur, the staff member should contact HR directly.

John Clark shared the concern question of one of his constituents concerning the need for a statement that this procedure does not mean that the staff member gives up his or her right to pursue other legal actions available to them. Brady stated that HR said adding such a statement might actually do more to restrict a staff member's legal options than not having a statement would.

Dave Crooks asked if the statement about contact HR within 14 days of the problem occurring was new. Brady indicated that it was. Barbara Waddell asked if that was 14 working days or calendar days. Laura Emch stated that it was calendar days.

Dave Crooks asked if under Step 1/Process, item #7 (If no mutual resolution is reached the dissatisfied individual may appeal directly to the Division Vice President (or designee)) going to the Vice President preempts actions under Step 2. Brady indicated that it leads to Step 2.

A vote was taken and the policy passed as amended.

Laura Emch asked what the next step was in moving the policy forward. Brady indicated that it would need to be passed by the Board of Trustees. Once passed, it can be added to the handbook.

Health Care Update. Laura Emch stated that the new prescription cards should have been received and asked if there were any concerns. None were reported.

New Business/Guests:

Dr. Linda Dobb:

Dr. Dobb started by discussing the handbook updates. She stated that Carol Lininger, from her office, would be working with Pat Kelly (HR) and the amendment committee to complete all outstanding updates to the handbook. She also stated that hopefully a process would be developed to ensure that updates happen in a timely manner.

Jim Dachik asked Dr. Dobb to elaborate on the procedures that are in place at the University for building evacuations due to bomb threats or other hazards. Before Christmas, there was a bomb threat involving University Hall. The fire alarm was not pulled and therefore not everyone was evacuated. Dr. Dobb indicated that she would have to check with John Curlis to see what standard procedure was. Barbara Waddell indicated that there used to be a disaster plan in place at the University that not only involved campus but the community as well. Dr. Dobb indicated that a crisis plan was currently being developed.

Dr. Dobb explained her interest in pursuing the discontinuation of issuing annual paper contracts. Not only would this process save some paper resources, it would also save time for HR and possible individual departments that produce/file paper contract copies. She stated that until a staff member had completed three years of continuous employment, a paper copy would be issued. After that point, employees would receive a letter confirming their employment and giving such information as their salary and title.

After general discussion, the concerns that were expressed were:

1. Whether any actual savings in time or money would be seen as there would still be a paper copy being generated.
2. The many exceptions to the yearly annual contract. Depending on the source of a positions funding or the length of employment (12 months versus 9 or 10 month positions), staff members could receive two contracts a year and possibly three contracts.
3. Acknowledgement of the legitimacy of the notification letter by lending institutions.
4. Possible legal differences between a signed contract and one that is simply rolled over from year to year without a signature.
5. Indication through informal communications that this move was a step toward administrative staff members working at the pleasure of their Vice President or other designee.

Dr. Dobb responded to these concerns by stating that some type of savings would be realized if for no other reason that each department would handle contracts the same. The various exceptions would have to be explored. There might be a chance that multiple letters would be received just as multiple contracts were. She indicated that there should be no differences between the signed contracts and one's that were rolled over stating that at other institutions she had worked had handled contracts exactly as she was proposing. Finally, she stated that she had not heard any indication of this proposal being a step toward working at the pleasure of their Vice

President. She indicated that such a change would also have to be approved by the Board of Trustees. She also stated that this would not change the handling of non-renewals of contracts.

Linda indicated that she wanted to move forward by getting council examples of what letter might look like. She stated that the policy would not be approved if faculty did not want to move in this direction.

Jim Dachik stated that it seemed that there should be a university policy of paper use in general to promote consistency of processes across campus. Dr. Dobb said they are trying to reduce redundancy across campus and move toward more things being available through web services.

Dr. Dobb was asked if she had any information she would like to share on the budget situation. She stated that there was a chance that a mid-year cut in budget would occur. However, the President is confident that if the University is fiscally prudent, we should be able to get through the possible cuts.

CSC Evaluation Changes. Karen Schwab indicated that CSC had made changes to the classified evaluations based on surveys they received from staff members. The information will be distributed to council members electronically. Feedback is encouraged.

Council Substitutes. Laura Emch reminded everyone that if a council member is unable to attend a meeting, they should send a substitute. The substitute does not have to be from their area. She asked if people were having trouble finding substitutes. In general it seems that it is difficult given increased work demands.

Summer Hours. Dave Crooks indicated that he had heard that some departments are eliminating "summer hours". He wanted to know if this was an issue that should be looked into. Amelie Brogden indicated that she had knowledge that the department in question could flex schedules as deemed appropriate by individual directors in the area. It was agreed that exploring the application of summer flex schedules across campus might be problematic.

Good of the Order

John Clark stated that grades would not be printed for fall semester. Students have been notified that grades can be viewed through the web portal.

Adjourn

Ron Skulas moved and Amelie Brogden seconded. The meeting was adjourned at 3:15.

Respectfully submitted:
Sue Lau

**Minutes of Administrative Staff Council
February 6, 2003**

Call to Order

Laura Emch called the meeting to order at 1:30.

Members Present

Amelie Brogden, Nora Cassidy, John Clark, Dave Crooks, Jim Dachik, Laura Emch, Mike Fitzpatrick, Dave Garcia, Brady Gaskins, Kim Grilliot, Sally Johnson, Deborah Knigga, Sue Lau, Joe Luthman, Sandy Miesmer, Tom Scavo, Phyllis Short, Ron Skulas, Robin Veitch, Robert Zhang

Member Substitutes

Dawn Burks for Emily Monago. Linda Bakkum for Susan Kozal. Brian Hickman for Sandy DiCarlo, W. Dean Kendricks for Tina Coulter. Becky Paskvan for Karen Schwab.

Absent

Ann Betts, Wayne Colvin, Carl Dettmer, Deb Fleitz, Terry Herman, Lona Leck, Karen Schwab, Cindy Smith and Barbara Waddell.

Approval of Minutes

John Clark moved and Amelie Brogden seconded approval of the minutes from January 9, 2003.

Chair's Report

The written report submitted by the Vice Chair is reproduced below:

ASC Chair's Report—February 6, 2003

- 1) 1. The Charter and By-Law sections of the Administrative Staff Handbook were brought current on the BGSU web site on January 29th, 2003. A huge "thank you" goes out to all those individuals who helped to identify and resolve this critical issue for administrative staff. A special "thank you" to Dr. Dobb for responding so quickly to this need and providing the resources to resolve this concern. Others who played a major role in solving this problem include: Jim Dachik, Carol Lininger, Tom Scavo, Emily Monago, Keith Hofacker, John Clark and Pat Kelly. The Internal Affairs Committee will handle additional work on the updating.

- 2) On January 21st a request was sent to all ASC Chairs for status on achieving their committee's goals. We are mid-way through our 2002-03 Council year and the Executive Committee wanted to assure to resolve any concerns or issues a committee may have in accomplishing committee assignments. The work of the ASC Committees is most vital for our organization. The hard work, dedication, and extra volunteer time all committee members place towards ASC Committee work is *most* appreciated. The Executive Team has received all summary status reports from all Committee Chairs except for one remaining committee. We thank you for this information and again extend any help to committees as desired.
- 3) Thanks to Linda Hamilton, the administrative staff representative to the University's Health, Wellness and Insurance (HWI) Committee, for informing us of the new link to the HWI committee minutes. The link is http://www.bgsu.edu/offices/ohr/benefits/pdf/minutes_dec_02.PDF. Linda also welcomes any health care concerns that should be brought to the attention of the HWI.
- 4) I represented ASC at the January 30th President's Advisory Council meeting where the topic was retention.
- 5) Dr. Ribeau invited the Chair and guest of Classified Staff Council, Faculty Senate, and Administrative Staff Council to the BG Chamber of Commerce Dinner on February 1st. I appreciated Dr. Ribeau's thoughtfulness. It was very clear from the numerous comments made at this event that the relationship between the University and BG City is collaborative and optimistic.
- 6) Robin Veitch and I met with Classified Staff Leadership on January 28th for our regularly scheduled monthly meeting. Our topics included FMLA, Rec Center, and time usage between Christmas and New Years Day.

Vice Chair's Report

Robin Veitch shared that there was no new information on the ASC budget.

Secretary's Report

None.

Committee Reports:

Amendments: None

Awards and Special Recognition:

Deb Fleitz provided the following report via email.

The Awards and Recognition Committee received an excellent number of nominations for this quarter's Spirit of BG award, and met this past Monday to select one person out of a group of very deserving individuals.

We will be doing the surprise presentation next week. Following that, all other nominees will receive copies of their nomination forms.

External Affairs: None.

Internal Affairs: None.

Personnel Welfare: None.

Professional Development:

Amelie Brogden reported that the professional development day would be held on April 3 in the Union. Approximately half of the speakers for that event have been lined up.

Salary: Dave Garcia reported that the committee has not received the CUPA data yet. Donna Wittwer indicated that CUPA had questions for HR that had been answered, and she hoped to have the data shortly. Dave reported that each committee member has been assigned two or three state institutions to research salary and benefit information. They will be contacting the institutions' human resource departments. Dave mentioned that if Ohio's proposed income tax changes do not go through then the possibility for raises is questionable. Laura Emch indicated that whether the money is available or not, the information is vital. John Clark agreed saying that this data can then be used historically.

Dave Crooks asked if it was appropriate to seek information from institutions when Mercer provides information. The response was that Mercer compares our reality to the outside market and is composite data. CUPA is person specific.

Joe Luthman asked why some institutions such as Ohio State and University of Cincinnati were being excluded from the research. Dave responded that these two institutions tend to have higher salaries and are not seen as comparable to BGSU. Laura asked if the faculty exclude institutions when looking at their salary information. John Clark responded that they do not as their market is seen as nationwide. Joe asked if we should gather information from "premier institutions" if our goal is to be a premier institution. John Clark responded that it is hard to do a comparison because of the size of the offices at institutions such as Ohio State.

Laura Emch asked that the committee ask the institutions how much compensation issues have changed that might influence salaries. As an example she gave an institution might receive a 1% raise but health care costs increased 3%.

Scholarship:

The raffle drawing will be on March 6, at the ASC meeting. The number and amounts of scholarships awarded will depend on the applicant pool. They are required to give one \$1000 scholarship.

Faculty Senate Liaison:

The written report submitted by John Clark is reproduced below.

ASC FACULTY SENATE LIAISON—REPORT ON 1/21/03 & 2/4/03 FACULTY SENATE MEETINGS

Report from 1/21/03

Strategic Plan for Information Technology: Ron Lancaster, current ITC chair, and David Border, past ITC chair, conducted an informational presentation of the most recent Strategic Plan for Information Technology to Faculty Senate. The “Executive Summary” of the IT Plan was distributed in advance to faculty senators. As Lancaster explained, the plan contains short-range, mid-range, and long-range goals for every area of IT use at BGSU. The plan, nearly two and one half years in drafting, contains the following sections:

- 1 INFORMATION TECHNOLOGY SYSTEM
 - 1.1 Infrastructure, Usage and Assessment
 - 1.2 Services
 - 1.3 Staffing
 - 1.4 Budgeting
 - 1.5 Information Privacy, Security and Protection
- 2 SUPPORT AND TRAINING
 - 2.1 ITS Responsibilities
 - 2.2 Collective Campus Responsibilities
- 3 PRIMARY SYSTEM OPERATIONAL SERVICES
 - 3.1 Instructional Technology Systems
 - 3.2 Administrative Information Systems
 - 3.3 Student Computing Environments
 - 3.4 Research Computing Environment

Executive Vice President Dobb noted that the President’s Cabinet and Deans Council currently are reviewing the plan. Because some recommendations should be pursued immediately, Dobb further noted, the plan would be considered in effect at once unless significant opposition is voiced. The plan may be accessed on the ITC web site: <http://www.bgsu.edu/organizations/itc/> .

Provost’s report: Provost Folkins reported overall BGSU enrollment as up 235 over the same time last year. [Most of this increase has occurred via rises in Firelands and transfer student enrollments.] “Seat availability,” Folkins also noted, “was a case of ‘hit the nail on the head’” for spring 2003. Folkins also reported that initiatives to build more data about student retention and initiatives to support student retention now are being coordinated by a new Office of Student Academic Achievement. This office, the Provost explained, was “created in Student Affairs from existing resources.”

Executive Vice President's report: Executive Vice President Dobb noted that the state financial picture remains uncertain at best, gloomy at worst. Dobb also noted that her office is currently working on a draft policy that would require all BGSU students to obtain a BGNet account. Dobb explained that the draft, when ready, would be distributed to various constituencies for their feedback. As Dobb asserted, "BGNet and My BGSU are already the communications means of choice at BGSU; it's time we got everyone on board."

Academic Honesty Policy: Faculty Senate's Committee on Academic Affairs introduced a "sense of the Senate" (non-binding) motion to consider removing Academic Honesty Policy from the Charter in order to facilitate timely and appropriate revisions to those policy statements. Vice Provost Gromko expressed some concern about Undergraduate Council's joint stewardship of academic honesty policy being reduced. Extensive discussion took place, after which a motion allowing CAA to move forward as proposed was passed with a vote of 25 in favor, 23 opposed.

Report from 2/4/03

Provost's Report: We are maintaining the [hiring] freeze. However, we are also continuing our 55 ongoing faculty searches, in which we should try to maintain our standards of excellence. If acceptable candidates are not found this year to fill these crucial positions, the searches will be renewed next year.

NCA (Accreditation) Self-Study: Vice Provost Gromko distributed a "briefing" or summary on the BGSU self-study findings for re-accreditation. Gromko reminded Faculty Senate that the on-site accreditation visiting team would be in Bowling Green on March 3-5. Of particular interest in the document distributed by Gromko are the study's findings regarding areas cited by NCA as "need to be addressed" in BGSU's 1993 review. In each of these areas, this year's self-study shows improvement. The areas are as follows:

- Lack of integration of BGSU Firelands with the main campus
- Absence of a systematic and comprehensive academic program review process
- Absence of a comprehensive strategic planning process
- Current state of development of a student assessment plan
- Committee structures and governance responsibilities [community-building and shared governance are highlighted in this year's self-study as significant benefits in this regard]
- Survey of sexual harassment experiences and revision of sexual harassment policy
- Connecting all faculty to the computer network and investing in faculty and staff technology
- Faculty research productivity and external funding for research
- Too many curricular specializations
- The level of mutual respect and trust

The self-study document can be accessed on the web at this address:
<http://www.bgsu.edu/offices/nca/selfstudy/index.htm>

Reported by John Clark, 2002-2003 ASC Past Chair

John indicated that the Director of STRS gave an interesting presentation on their health care situation. STRS is running out of money to cover health care coverage for three reasons; the number of baby boomers retiring, the cost of new medical procedures/prescription drugs and loss of significant investment capital due to the economic climate. Unless significant changes are made they will not be able to offer health care without a cost. STRS has implemented an increase in the employee contribution amount. PERS is also funded by investment capital. They have not come out to say they are experiencing the same problems at this point in time.

Classified Staff Council Liaison: None

Old Business:

Paperless contract. Dr. Dobb has provided a draft copy of the notification letter. After general discussion, the following suggestions were made:

- There needed to be clarification on whether the notification would be received in the form of a letter or via email.
- There needed clarification of what offices would be receiving copies. Would it be just the employee? The employee and HR? The employee's supervisor?
- There needed to be clarification as to whether staff would receive a final contract indicating that future renewals would be in the form of a notification letter.
- It was felt that the notification needed to indicate that it was extending the original contract.
- The language in the handbook needed to be reviewed to make sure the requirements on employment termination were not superceded in any way by this new procedure.
- The signatures on the notification document needed to be reviewed. Why isn't the appointing officer signing the document as they did the contract?

Rec Center. This discussion was tabled until a later meeting.

New Business

FMLA. Laura Emch conducted a discussion on the proposed changes to the FMLA policy. She said the committee reviewing the policy had two administrative staff members, two classified staff members, faculty members and human resources representing the constituent groups. She indicated that HR is expecting modifications to the proposal. They desired to have consensus between administrative and classified constituencies although it is not required that the FMLA policies for both groups match. Phyllis Short asked if this would replace the existing policy. Laura Emch indicated that it would. She indicated that the current policy is more lenient in its definition of "family" as it used the same definition used by the sick leave policy. This narrows the members considered "family". It no longer includes stepparents, in-laws, grandparents or guardian relationships. Sandy Miesmer indicated that at least in the case of in-laws, the expectation is the child (spouse) would utilize their FMLA leave.

John Clark indicated that we should make sure to firm up the ability for each spousal member to get the full twelve weeks of FMLA. He indicated that before, married couples would have to split the time for a total of twelve weeks. Mike Fitzpatrick asked what happens in cases where the employee has longer than twelve weeks sick leave. The response was that FMLA runs concurrently with employee use of sick leave. Employees may take more time, but their employment is only protected under FMLA for the twelve weeks. Dave Crooks indicated that it was his understanding that FMLA kicked in after an employee was off for three days under a covered situation. There was some discussion of this as previously employees had to inform HR when they wanted FMLA invoked. The general consensus was that HR now automatically activates it. However, Laura Emch indicated that she would get clarification on this process.

Adjourn

John Clark moved to adjourn and Sandy Miesmer seconded. The meeting was adjourned at 3:15.

Respectfully submitted:
Sue Lau

**Minutes of Administrative Staff Council
March 6, 2003**

Call to Order

Laura Emch called the meeting to order at 1:30.

Members Present

Ann Betts, Amelie Brogden, Nora Cassidy, John Clark, Wayne Colvin, Tina Coulter, Dave Crooks, Jim Dachik, Penny Nemitz, Laura Emch, Mike Fitzpatrick, Deb Fleitz, Dave Garcia, Brady Gaskins, Kim Grilliot, Terry Herman, Deborah Knigga, Sue Lau, Sandy Miesmer, Emily Monago, Karen Schwab, Phyllis Short, Ron Skulas, Robin Veitch, Barbara Waddell, Robert Zhang

Member Substitutes

Sue Tomor for Joe Luthman. Ray Buckholz for Ron Skulas. Emily Monago for Sally Johnson.

Absent

Carl Dettmer, Susan Kozal, Lona Leck, Tom Scavo, Cindy Smith.

Approval of Minutes

John Clark moved and Sandy Miesmer seconded approval of the minutes from February 6, 2003.

Chair's Report

The written report submitted by the Vice Chair is reproduced below:

ASC Chair's Report—March 6, 2003

- 1) The Vice-Chair, Robin Veitch, and I met twice with Dr. Dobb. Topics included the University budget, FMLA, paperless contracts, Health Center initiatives, Crisis Management Committee, and Cultural Competence.
- 2) I represented ASC at the February 20th President's Advisory Council meeting where the topic was the North Central Accreditation Self Study.
- 3) The ASC Executive Team met twice and discussed a variety of topics including FMLA, ASC Elections, ASC Scholarship procedures, ASC Salary recommendations, and personal issues.
- 4) A reminder to all that our Spring Reception is on Wednesday, May 14th from 3:30-5 at 202b Union.
- 5) Nine ASC members volunteered to meet with the North Central Association Evaluation Team on March 3rd. Thank you to all the volunteers for participating in this important event.
- 6) Several conversations have occurred with members of Upper Administration on BGSU's plan should the Homeland Security Advisory System be under HIGH or SEVERE alert status. Each employee needs to consider his/her own personal plan in case of unforeseen emergencies. Help in developing your personal plan can be found at various government web sites including:
 - a. www.ready.gov
 - b. www.whitehouse.gov/homeland/
 - c. <http://www.dhs.gov/dhspublic/>

In addition, Laura asked for comments about the NCA visit. John Clark said he, Linda Hamilton and others met with the members from NCA. He said they met for over an hour and discussed general issues of strengths and weaknesses of the university. Topics that were discussed included residence halls and multicultural interaction.

Laura also said that the university is setting up procedures that will be followed if the Homeland Security emergency levels would go to high or severe. Central in all of the discussions is the need for each individual to have a personal plan. She cited an example of the University being quarantined because of biological weapons. She said each individual would need to know who would take care of children and other personal matters, if they were not able to leave the area.

Vice Chair's Report

The financial report submitted by Robin Veitch is reproduced below.

		Awards	Scholarship	Elections	Ext. Affairs	Prof. Dev.	Int. Affairs	PWC	Amendments	Salary	Finance
BUDGET		\$800.00	\$600.00	\$500.00	\$1,300.00						
BALANCE		\$737.37	\$185.60	\$481.01	\$748.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Table Tents	8/26/02			\$18.99							
Decorations for Fall Rec.	9/23/02				\$8.96						
Food for Fall Reception	9/24/02				\$530.65						
Ferari Plaque	9/30/02	\$62.63									
candy for parade	11/22/02				\$11.94						
printing	12/15/02		\$414.40								

Secretary's Report

Election proceedings will begin soon. Self-nominations will be solicited through the web site, via email and through articles in the Monitor.

Committee Reports:

Amendments: None

Awards and Special Recognition:

Deb Fleitz stated the committee had met and revised the language of the BG Best award nomination form and the information on the web site. They will be calling for nominations in the next few weeks. The awards will be given at the ASC Spring Reception on May 14, 2003.

External Affairs: None.

Internal Affairs:

Kim Grilliot reported that the committee will soon have a draft proposal on the mentoring program. They hope to have a final version ready by April. In order to get feedback from representatives, an electronic version of the draft will be forwarded for review before the next council meeting.

Personnel Welfare: None.

Professional Development:

Amelie Brogden reported that they committee is working on the professional development day which will take place on April 3. Some of the sessions will include personal strategies for dealing with security alerts and personal wellness issues in the workplace. Ann Betts added that professional from Cincinnati that deal with weapons of mass destruction programs will be conducting the sessions on how to rationally react to increased security levels.

Salary: Dave Garcia reported that the committee will not be able to gather the information from other institutions that they intended to use for a salary proposal in time for this year's recommendation. Instead, they will meet next week to address the issues. They will be meeting with the Executive Council on March 18 to present their proposal. They are looking at percentage increases versus an across the board, lump sum increase. He stated that the across the board proposal would be less costly to administration and would help staff in the lower brackets in reaching mid-point of their salary range. He also stated that he has heard that faculty members will receive some sort of a raise. Laura asked if the Classified Staff Council will be presenting their proposal. Karen Schwab indicated that their proposal will also be recommending an across the board raise. Laura asked if anyone had heard if other institutions such as University of Toledo are getting raises. No one heard anything concerning other institutions. John Clark added that he felt that it was good that the proposals from the two constituencies appeared to be similar in nature as that might aid in receiving a favorable response by upper administration.

Scholarship:

The raffle was held on March 5. A list of winners is reproduced below. 2807 tickets were sold and \$1799 has been collected to date. Applications for the scholarships are due March 21. They should be reviewed by mid-April and applicants will then be contacted for interviews.

RAFFLE ITEM**WINNER
OFFICE**

\$25 gift certificate from Continuing Education, International and Summer Programs (to be used towards an Options program)

Diane Witmire
Faculty Senate

\$25 gift certificate from Kroger

Dorothy Grassley
Graduate College

\$25 gift certificate to Barnes Nursery

Scott Gallaway
English

\$30 debit card from BGSU Dining Services

Barbara Hoffman
Health Services

A Fall 2003 (one semester) pass to the BGSU Recreation Center
(pass admits a family of four)

Jean Coffield
Family/Consumer Science

BGSU Merchandise from BGSU Bookstore

Cheryl Bookenberger
Postal Services

Coca-Cola T-shirt (gray)

Lorraine Haricombe
Library

Coca-Cola T-shirt (gray)

Jane Chang
Applied Stat/Oper Res

Coca-Cola T-shirt (gray)

Charles Hoy
Telecommunications

Coca-Cola T-shirt (red)

Janis Slavik
Coop Educ & Internship

Coca-Cola T-shirt (red)

Diane Regan
Academic Affairs

Coca-Cola T-shirt (red)

Jean Ford
Dining Services

Coca-Cola Umbrella

Sara Zulch-Smith
Educ & Human Devel.

Five free visits to Lifestyles for Ladies Only (Toledo area)

Mary Lynn Pozniak
Academic Enhancement

Five free visits to Lifestyles for Ladies Only (Toledo area)

Jill Carr
Student Life

Five free visits to Lifestyles for Ladies Only (Toledo area)

Carol White
Alumni Affairs

Five free visits to the Tanning Center in Bowling Green

Susan Carlton
English

Four free tickets to a 2003 Toledo Mud Hens Game (total value of \$32)	Josh Kaplan Health Services
Four free tickets to a 2003 Toledo Mud Hens Game (total value of \$32)	Nancy Colman Bursar
Four free visits to Lifestyles for Ladies Only (Toledo area)	Cathy Wagner Intervention Services
Four WBGU-produced TV programs (Ben Richmond – Artist & Entrepreneur, The Midwestern Heritage of Glassmaking, The Blizzard of '78, Cedar Point Memories)	Heath Huber Women's Center
Four WBGU-produced TV programs (Story of the Great Black Swamp, The 1934 Electric Auto-Lite Strike, The Schedel Gardens, German Catholic Country in W. Central Ohio)	John Eggenton Financial Aid
Four rounds of golf with two golf carts at Forrest Creason course (\$112 value)	Mike McKay Biological Sciences
Gift basket from Andersons (\$50 value)	Barbara Waddell Diversity Initiatives
Hanging spider plant donated by the BGSU Greenhouse	Gail Houtz Financial Aid
One dozen Golfballs	Michelle East Dining Services
One semester reserved parking space	Vickie Shields Women's Studies
One-year family membership to Toledo Zoo (\$55 value)	Cathy Kutzli Residence Life
Spring bulb garden donated by the BGSU Greenhouse	Robert Cramer Recreational Sports
Stained glass piece by Suzanne Fahrer	Doreen Bateson Dining Services
Two BGSU Men's Basketball Season Tickets for 2003-04	Martha Mazzarella Sociology
Two BGSU Season Football Tickets for 2003-04	Lori Schumacher Payroll
Two BGSU Season Hockey Tickets for 2003-04	Beverly Magrum Postal Services

Two BGSU Women's Basketball Season Tickets for 2003-04	Joseph Jacoby Sociology
Two BGSU Women's Volleyball Season Tickets for 2003-04	Maureen Casile Management
Two season tickets to 2003-04 BGSU Theater production	Diane Smith Education
Two season tickets to the 2003-04 College of Musical Arts Festival Series	Jacqueline Nathan School of Art
WBGU-TV gift package (one set of Do-Wop boxed CD's valued at \$70)	Deb Divers Firelands
WBGU-TV gift package (one set of Do-Wop boxed CD's valued at \$70)	Linda Crawford Health & Human Services
WBGU-TV gift package (set of ten local cookbooks valued at \$100)	Joanne Navin Health Services
WBGU-TV gift package (set of ten local cookbooks valued at \$100)	Sandy Miesmer Bursar

Faculty Senate Liaison:

The written report submitted by John Clark is reproduced below.

ASC FACULTY SENATE LIAISON—REPORT FROM 3/4/03 FACULTY SENATE MEETING

President Ribeau

Budget—The total budget cuts in the past 3 years (in state share of instruction) amounts to approximately \$1000 per student. BGSU has recently been ordered to cut our budget by another \$2 million, which we must make up before June 30. The state has proposed re-institution of tuition caps for state-funded colleges and universities, and the percentages of allowed tuition increase would be based on enrollment figures. Our tuition cap for 2003-04 is projected at a 6% increase over present rates. The state legislature has indicated that they “may consider” tax increases as a means of balancing the 2003-05 (biennial) Ohio budget, but only if all other means of balancing the budget have failed, and only at the last minute (the end of June). Despite the negative economic climate, continuation of the compensation plan remains the President’s #1 priority.

Provost Folkins

Dr. Folkins is currently serving on a state-wide review of articulation and course credit transfer policies and procedures. Seamless transitioning of student academic credits between state institutions is the goal. Also, BGSU is pursuing research collaboration possibilities with Medical College of Ohio.

“Sense of the Senate” Resolutions

After significant debate on parliamentary procedure and language used in the resolutions, Faculty Senate passed two “sense of the Senate” resolutions. The first resolution supports University of Michigan in its Supreme Court case regarding consideration of diversity issues in institutional and academic program admissions. The second resolution “decries” U.S. foreign policy with regard to potential war against Iraq and asks for consideration of alternative solutions.

Reported by John Clark, 2002-2003 ASC Past Chair

Classified Staff Council Liaison: None

Old Business:

FMLA – Donna Wittwer, Karen Woods – Human Resources

Donna opened the discussion by stating that the intent of FMLA was to help employees who had to care for family members for extended periods of time. Many employers did not have sick leave or time accruals. FMLA allowed employees to be off without being afraid of loss of employment.

Related below are the questions and answers given about the policy.

Do you have to use all sick time, vacation and then use FMLA?

Some employers will make you use all of your time before using FMLA. Human Resources will work with employees to optimize their time usage. You can scatter the use of your sick time during the 12 week period so as to protect your PERS credit. HR will work one on one with staff to insure benefits are protected.

What happens when a child is born and both parents work for BGSU? Do they get two separate 12 week periods or one 12 week period under FMLA?

The committee looking at the policy is moving toward seeing employees as separate so that each will get a 12 week period under FMLA. Where this may prove problematic is in smaller departments.

Is FMLA paid time?

Employee chooses whether to be paid or not. If employee uses sick leave or vacation in conjunction with FMLA, the time will be paid. By law, FMLA is unpaid time.

What if an employee works part time?

An employee must work 1250 hours a year before FMLA can be applied. HR will work closely with part time employees to determine their eligibility.

What about PERS?

HR will work, whenever possible, with employees to make a schedule using scattered sick leave that will allow PERS benefits to remain unaffected.

Were changes made to the list of people defined as "family"?

Yes. For FMLA purposes the definition is more restrictive. A broader definition of immediate family is still used for employee sick leave. FMLA is meant to cover an employee for the care of their immediate family. If a person is an in-law, the staff member can use sick time, but would not qualify for FMLA.

Can you use vacation time for sick leave?

Vacation is pre-approved by an employee's supervisor. You can use vacation instead of sick leave if it is approved by your immediate supervisor. If the event is covered under FMLA, you can choose how you get paid (whether you use sick leave or vacation). If you are not covered by FMLA the use must be worked out in conjunction with your supervisor.

If I have a lot of vacation/sick time, why go out under FMLA?

Under FMLA, everyone must be treated the same no matter what if they have eligible sick time or not. An employee may want to use some FMLA unpaid and save their sick time until the end of the FMLA period as sick time at BGSU affords the same protection as FMLA. By using sick time this way, the period in which your job is protected is actually extended.

After the twelve weeks are up, can you scatter the use of your sick time?

No. After the twelve weeks covered under FMLA, time off must fall under an existing leave policy in existence at the university. This would need to be worked out individually with HR if additional time is needed after the twelve week period.

When does HR need to be notified?

If you know you are going to be out under a qualifying event, you must let the employer know. An example of this would be maternity leave. If an event happens suddenly, HR should be notified if the employee is off longer than three days.

Is time due to a death in the family covered under FMLA?

No. That is not an FMLA event, but it is covered under BGSU's sick leave policy.

What if you are out for longer than 3 days? Does it automatically get covered under FMLA?

To be covered by FMLA there must be a serious health condition for which you are receiving treatment. For example, you may be out five days with the flu. Most people do not seek treatment. In this case it would be covered under sick leave policy but would not be an FMLA event.

Donna concluded by stating that employees who have to turn in medical forms with a diagnosis on it should do so in HR. That type of information is very confidential and should be turned in directly to their office. She also stated that FMLA covers twelve weeks in a calendar year. Once the twelve weeks are used up, it is one entire calendar year before the employee would be eligible for another twelve weeks of coverage.

Paperless Contracts – Dr. Linda Dobb

Dr. Dobb stated that this year will probably be the first year staff receive notification letters instead of the usual contract copies. John Clark asked if there would be a change such that the Vice President/Dean would sign the letter as opposed to the supervisor. Linda indicated that it would probably be changed to the signature of the contracting officer. Linda stated that all information about conditions of employment are outlined in the handbook and that will be the source document for that information. Title or grade changes will receive a letter of notification at the time of the change. Linda indicated that the form is still a draft and comments or concerns should be directed to Linda Gray (lgray@bgnet).

New Business

University Representatives to go to Columbus - Andrew Schocket, Department of History

Andrew is the chair of Professional Affairs, which is a standing committee in Faculty Senate. On March 26, delegates from Bowling Green State University will be traveling to Columbus to meet with state representatives to discuss recent budget cuts and their impact on the quality of education provided by BGSU. Given recent budget picture, BGSU has three options; become more efficient with the resources we have, obtain more outside funding or generate the extra revenue needed from student tuition and state funding. The other option is to cut the quality of education we provide. The delegation will be leaving at 10 a.m. and everyone is encouraged to participate.

Amorous Relationship Policy – Dr. Linda Dobb

Dr. Dobb stated that a letter would soon be coming stating Bowling Green State University's amorous relationship policy. This is an effort to be proactive in light of several recent incidences involving personnel at other universities.

Good of the Order

Laura Emch stated that 28 administrative staff members would be recognized for having over 15 years of service and offered her congratulations.

Adjournment

Amelie Brogden moved and Nora Cassidy seconded. The meeting was adjourned at 3:10 p.m.

Minutes of Administrative Staff Council
April 3, 2003

Call to Order

Laura Emch called the meeting to order at 1:35.

Members Present

John Clark, Wayne Colvin, Jim Dachik, Carl Dettmer, Laura Emch, Mike Fitzpatrick, Deb Fleitz, Dave Garcia, Brady Gaskins, Terry Herman, Deborah Knigga, Susan Kozal, Sue Lau, Lona Leck, Joe Luthman, Sandy Miesmer, Emily Monago, Penny Nemitz, Tom Scavo, Phyllis Short, Ron Skulas, Robin Veitch, Barbara Waddell, Robert Zhang

Member Substitutes

Greg Dickerson for Sally Johnson. Dawn Burks for Kim Grilliot.

Absent

Ann Betts, Amelie Brogden, Nora Cassidy, Tina Coulter, Dave Crooks, Karen Schwab, Cindy Smith.

Approval of Minutes

Wayne Colvin moved and John Clark seconded approval of the minutes from March 6, 2003.

Chair's Report

The written report submitted by the Chair is reproduced below:

ASC Chair's Report—April 3, 2003

- 1) The ASC Executive Team meetings included discussions on FMLA, ASC Elections, ASC Salary recommendations, and Holiday Closure proposal.
- 2) A reminder to all that our Spring Reception is on Wednesday, May 14th from 3:30-5 at 202b Union.
- 3) On March 12th, I represented ASC and presented at the New Employee Orientation.
- 4) Conversations have continued with members of Upper Administration on BGSU's plan should the Homeland Security Advisory System be under HIGH or SEVERE alert status.
- 5) I represented ASC at the Financial Affairs and Facilities Committee of the Board of Trustees. Major topics included Auxiliary Improvement projects, Easements for the Wooster Street Widening, the Hillcrest Renovation, and the Master Campus Plan.
- 6) On April 1st, I presented to the Board of Trustees an update of ASC activities.

In addition, Laura mentioned that if the nation goes to a Severe alert status, the University would not close as it is a residential community. More harm than good would be done if the University closed and students had to make arrangements to get home.

She said money for the renovation of the President's home are coming from the Foundation, not from the operating budget.

Laura handed out materials concerning the Higher Education Funding Rally and a presentation Dr. Linda Dobb gave to the Board of Trustees on collaboration efforts at the University.

Vice Chair's Report: None

Secretary's Report

Nominations for Council and University standing committees are being accepted. Deadline is April 11. Nominations are now being taken for officers for Council and Executive Council.

Committee Reports:

Amendments: None

Awards and Special Recognition:

Deb Fleitz stated that they are in their third week of accepting nominations for BG Best award. Currently they are concerned because they have only received one nomination. John Clark suggested that they might get more if applications could be available in the various offices across campus. Deb replied that they are trying to use the web as a source for applications in order to save resources. It was decided that a reminder would be sent out through the listproc with a direct link to the web in it.

External Affairs: None.

Internal Affairs: None

Personnel Welfare: None.

Professional Development:

The professional development sessions occurred earlier today. Because of competing events such as the Classified Staff Receptions, the committee felt that the event was not as well attended as last year.

Salary: Dave Garcia reported that they are moving forward with a proposal for salaries to include the following:

- a.) Mention that all groups should get a raise, if any are given. Faculty getting raises and not other constituencies would be viewed as problematic.
- b.) Proposal for across the board raise of \$1500 will be made with 2% merit available.
- c.) Proposal to increase pay ranges on paper.

A question on whether pay range increases were supposed to occur automatically was asked. It was indicated that the ranges increase at the request of Administrative Staff Council.

Scholarship:

Applications have been distributed for committee members to review. They have \$3600 to give, of which on scholarship much be \$1000. They had 74 applications for the scholarships.

Faculty Senate:

John Clark reported that the Senate had not met since the last ASC meeting.

Classified Staff:

Ron Skulas reported that he was in Columbus and unable to attend the last CCS meeting.

Old Business:**Holiday Closing Policy**

Laura Emch explained that the proposed policy is to make the Friday after New Year's Day a mandatory day off for which staff will have to take some type of vacation time or leave without pay. Earlier in that week (Monday, Tuesday and Wednesday) departments may choose to close if their Vice President deems it possible. Again, time would have to be taken to cover the days the department is closed. Laura stated that the intent of the policy to give smaller areas without much public traffic the flexibility to close.

Sandy Miesmer stated that such a policy would be hard to administer. It would also be hard for offices that had to remain open to know what other offices were open for services.

Laura stated she was not sure where CSC was on the policy. The Executive Council and HR have discussed it. There was not a clear feeling if closing would represent any monetary savings. The proposal originated in CSC, and there were HR facilitated meetings with representatives from both constituencies.

New Business**FMLA – First Reading**

After general discussion concerning the definitions of family being proposed, Joe Luthman made a motion to add the clause "and for those for whom an employee is a legal guardian". The proposed change would be brought forward to HR.

There was a question of whether the issue of domestic partner had been addressed. Laura indicated that it had and the response for HR was that the federal law did not cover domestic partners.

Larry Weiss – Associate Vice President, University Relations and Governmental Affairs

Larry Weiss met with Council to explain the critical nature of the budget situation for higher education and urged all staff to take the time to contact legislatures regarding the impact additional cuts would have on the quality of education provided by BGSU. He said that one proposal would cut budgets for higher education by \$400 million over the

next two years. He indicated that budget cuts have been easy for legislators as they do not hear the public outcry over them as they do over other cuts (or proposed increases).

Adjournment

Adjournment was moved and seconded. The meeting was adjourned at 3:00 p.m.

**Minutes of Administrative Staff Council
May 1, 2003**

Call to Order

Laura Emch called the meeting to order at 1:35.

Members Present

Ann Betts, John Clark, Wayne Colvin, Tina Coulter, Jim Dachik, Carl Dettmer, Laura Emch, Deb Fleitz, Dave Garcia, Brady Gaskins, Deborah Knigga, Susan Kozal, Sue Lau, Joe Luthman, Sandy Miesmer, Emily Monago, Tom Scavo, Karen Schwab, Phyllis Short, Robin Veitch, Robert Zhang

Member Substitutes

Greg Dickerson for Sally Johnson. Dawn Burks for Kim Grilliot. Sandy Miesmer for Barbara Waddell.

Absent

Amelie Brogden, Nora Cassidy, Dave Crooks, Penny Nemitz, Mike Fitzpatrick, Terry Herman, Lona Leck, Ron Skulas.

Approval of Minutes

Wayne Colvin moved and John Clark seconded approval of the minutes from April 3, 2003.

Chair's Report

Laura indicated that at the President's Advisory meeting the main topic was student retention. Also, during the President's Panel meeting, the President stated that he is dead set against lay offs.

Vice Chair's Report: None

Secretary's Report

Ballots for Executive Council membership will be going out May 2. They will be due back May 16. There are issues surrounding the election of representatives that were tabled until the new business discussions.

Committee Reports:

Amendments: None

Awards and Special Recognition:

Deb Fleitz stated that the committee met to review 15 nominations for BG Best awards. Eight will be awarded and all of the nominators of the recipients have been contacted. The next item for the committee will be the call for nominations for the Spirit of BG award.

External Affairs: Emily Monago stated that there will be announcements in the Monitor on the 5th and 12th, reminding staff of the ASC reception.

Internal Affairs: None

Personnel Welfare: Brady Gaskins stated that they intend to meet in the near future. HR has notified him that the employee database is up and running.

Professional Development: The committee has granted some additional funding requests since the last meeting.

Salary: Dave Garcia reported that the meeting on salary proposals went well. ASC recommended that an across the board increase be given to staff. This would be considered a one time arrangement necessitated by the budget situation. It was stressed that while the majority of administrative staff would rather do without a raise for a year than face lay offs, all constituent groups should receive a raise if one is given. It would not be acceptable for one group to be given a raise and not the others.

Dave also presented the committee's proposal to have the pay ranges for administrative staff members increased by 3% on paper. This would mean approximately 10 people might then fall below their minimum pay range and would need small monetary increases to bring them back into range.

Laura Emch stated that in the meeting it was shared that the University expects an approximate 15% increase in health care costs. This issue would have to be watched closely as there have been new schemes suggested for covering health care costs.

Laura Emch thanked the committee for their efforts.

Scholarship:

Sandy Miesmer stated that 10 scholarship candidates were interviewed and 6 scholarships were awarded. There were four \$1000 awards and two \$500 awards.

Faculty Senate:

John Clark reported there were two on call meetings. One dealt with the commercialization of intellectual property. The other proposal, which was turned down, dealt with the academic dishonesty policy.

Classified Staff: None

Old Business:

FMLA: Laura Emch stated she would like to table the final vote on the proposed language changes until the June meeting thereby giving HR time to work on some of the definitions of immediate family. Wayne Colvin moved that we table the issue until such time as they respond to our request for definitions, which may or may not be in time for the June meeting. John Clark seconded this proposal. It was unanimously passed.

New Business**Kim Fleshman – Student Technology Center**

Kim Fleshman presented on the new Student Technology Center located at 200 Saddlemere. There are many types of equipment available for students to rent, as well as training programs on the equipment and various software packages. Kim stated that the center can do small training sessions for University groups and are trying to have monthly events on campus on topics of technology that are open to the public. She stated that there are sixteen student technology centers across the nation and the BGSU's is the first in Ohio. The closest center to our center is on at Notre Dame. She also reminded everyone that the 2003 Northwest Ohio Technology Fair will take place October 23, 2003, in the ballroom of the Student Union.

Elections

Sue Lau reported that after receiving the nominations for ASC representatives, all but three areas will be underrepresented. The other concern was that no nominations for secretary had been received. Laura Emch asked all members to consider possible ways to handle that secretary duties in the next year and be prepared to discuss the election issues at the next meeting. It was stated that the lack of nominations may stem from the increased responsibilities administrative staff are feeling in light of the on-going hiring freeze.

Adjournment

Adjournment was moved and seconded. The meeting was adjourned at 3:00 p.m.

**Minutes of Administrative Staff Council
June 5, 2003**

Call to Order

Robin Veitch called the meeting to order at 1:35.

Members Present

Ann Betts, Amelie Brogden, John Clark, Tina Coulter, Jim Dachik, Carl Dettmer, Deb Fleitz, Dave Garcia, Brady Gaskins, Susan Kozal, Sue Lau, Lona Leck, Joe Luthman, Sandy Miesmer, Emily Monago, Tom Scavo, Karen Schwab, Phyllis Short, Robin Veitch, Robert Zhang, Celeste Robertson, Steve Kendall, Rob Cramer

Member Substitutes

Jie Wu for Robert Zhang.

Absent

Nora Cassidy, Wayne Colvin, Dave Crooks, Sandy DiCarlo, Laura Emch, Mike Fitzpatrick, Terry Herman, Sally Johnson, Deborah Knigga, Barbara Waddell

Approval of Minutes

Sue Lau moved for approval of the May minutes with the comment that the chair's May report will have to be inserted. Sandy Miesmer seconded. The motion was approved.

Introduction of New Members

Robin welcomed the new members attending the meeting; Celeste Robertson, Rob Cramer and Steve Kendall.

Chair's Report

Robin thanked the members who worked and attended the spring reception.

She indicated the Dr. Dobb will be forwarding a letter on the University's Amorous relationship policy some time during fall semester. She also indicated to Robin that the paperless contracts will not be implemented until sometime next year.

HR has reported the employment database is up and running so we will be able to get statistics on new hires and pay ranges soon.

Sexual harassment training will be on the web in the future.

Committee chairs were reminded to forward their year end reports to Robin.

Vice Chair's Report: None

Secretary's Report

The Executive council members for 2003-2004 are Robert Zhang, Terry Herman, Penny Neimitz, Jim Dachik, Dave Crooks, Amelie Brogden and Mike Fitzpatrick.

Committee Reports:

Amendments: None

Awards and Special Recognition:

Deb Fleitz stated that the Spirit of BG award was given to Dawn Burks from the College of Education and Human Development. They will be accepting applications for the Ferrari Award until June 23.

External Affairs: None

Internal Affairs: None

Personnel Welfare: None

Professional Development: Amelie Brogden stated that \$6000 was given out in professional development grants this year.

Salary: Dave stated that the Trustee meeting is June 27. Salary decisions will be made at that meeting.

Scholarship: None

Faculty Senate: None

Classified Staff: None

Old Business:

Elections: Representatives were reminded to see Robin or Joe if any one was interested in helping with the duties of the secretary.

New Business

Sign-up sheets were passed around so representatives could select committees for the next year.

Members broke down into small discussion groups to define and submit suggested goals for ASC next year.

Adjournment

Ron Skulas made a motion. Dave Garcia seconded. The meeting was adjourned at 3:00 p.m.

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